Summary of LIB HAS note format in InfoLinks

This is a brief description of the LIB HAS note structure as used in InfoLinks.

Tag: Use 860 for new fields.
860 or 866 will be present in existing fields. Accept the 866 field or change to an 860 field when editing.

Subfields and order of subfields:

1. subfield s - enter the location display label immediately followed by a colon. See list below.
2. subfield z - note (same information as in subfield n in OCLC local holdings records), e.g., Microfilm=, Microfiche=, or limited retention notes, Latest edition only, etc.
3. subfield t - copy data, do not add this subfield.
4. subfield a - volume numbers, enter these as in subfield v of OCLC local holdings records with the addition of appropriate abbreviation (v., no., pt, etc.) in front of the beginning number.
5. subfield b – years, enter these as in subfield y of OCLC local holdings records.

Punctuation and spacing:
1. There are no spaces between subfields and data.
2. Periods are used after abbreviations, v., no., etc.
3. Commas indicate gaps in holdings.
4. Semicolons indicate a change in numbering system by the publisher.

Location list:

1. MAIN – stacks in Mullins Library
2. PER or Periodicals Room – microfilm or microfiche
3. REFERENCE or REF
4. SPEC COLL—Special Collections
5. ARK COLL—Special Collections
6. MEDIA—materials in the Performing Arts and Media collections
7. GOV REF—Documents in the Gov Docs Dept reference collection
8. US DOCS and US DOCS-ARK DOCS--Government and Arkansas documents, including microfiche
9. LRC—Learning Resources for Children (on level 4)
10. FAL—Fine Arts Library
11. CHEM LIBRARY or CHEM PER—Chemistry Library
12. PHYS LIB—Physics Library
13. INTERNET—available on the World Wide Web
14. STORAGE—materials shelved in LISA (Library Storage Annex)
15. CHEM COMPACT—materials in compact shelving, level 1

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